UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

| FOR THE DISTRICT OF COLUMBIA | | | | | | |
|------------------------------|---|---|--|--|--|--|
| | | | | | | |
| | Plaintiff |)) | | | | |
| | v. |) Civil Action No. | | | | |
| | D.C. I. |)) | | | | |
| | Defendant |) | | | | |
| | SUMMO | NS IN A CIVIL ACTION | | | | |
| To: | (Defendant's name and address) | | | | | |
| | | | | | | |
| | | | | | | |
| | A lawsuit has been filed against you. | | | | | |
| serve of | n the plaintiff an answer to the attached or rocedure. The answer or motion must be | mons on you (not counting the day you received it) you must complaint or a motion under Rule 12 of the Federal Rules of e served on the plaintiff or plaintiff's attorney, whose name and | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | If you fail to respond, judgment by defau int. You also must file your answer or m | alt may be entered against you for the relief demanded in the notion with the court. | | | | |
| | | | | | | |
| | | ANGELA D. CAESAR, CLERK OF COURT | | | | |
| | | | | | | |
| Date: _ | | Signature of Clerk or Deputy Clerk | | | | |
| | | Signature of Stern or Deputy Stern | | | | |

FOIA Summons (1/13) (Page 2)

Civil Action No.

PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

| | This summons for (nan | ne of individual and title, if any) | | | | | | |
|--------|--|--|---------------------------------|------|----------|--|--|--|
| was re | ceived by me on (date) | · | | | | | | |
| | ☐ I personally served | the summons on the individual a | t (place) | | | | | |
| | | | on (date) | ; or | | | | |
| | ☐ I left the summons | at the individual's residence or us | | | | | | |
| | , a person of suitable age and discretion who resides there, | | | | | | | |
| | on (date) | , and mailed a copy to the individual's last known address; or | | | | | | |
| | ☐ I served the summo | ons on (name of individual) | | | , who is | | | |
| | designated by law to accept service of process on behalf of (name of organization) | | | | | | | |
| | | | on (date) | ; or | | | | |
| | ☐ I returned the summ | nons unexecuted because | | | ; or | | | |
| | ☐ Other (<i>specify</i>): | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | My fees are \$ | for travel and \$ | for services, for a total of \$ | | | | | |
| | | | | | | | | |
| | I declare under penalty of perjury that this information is true. | | | | | | | |
| | | | | | | | | |
| Date: | | | Server's signature | | <u></u> | | | |
| | | | Ü | | | | | |
| | | | Printed name and title | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | Server's address | | | | | |

Additional information regarding attempted service, etc: